

# United States Mission Nigeria

## Vacancy Announcement

No. 2015-005	Date: July 10, 2015	Ref:
Subject:	VOUCHER EXAMINER	
Location:	ABUJA – USAID/ OFFICE OF FINANCIAL MANAGEMENT (OFM)	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Voucher Examiner FSN-07

**OPENING DATE:** July 10, 2015

**CLOSING DATE:** July 24, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **OR – Ordinarily Resident**–N3,459,393.00 p.a (Starting basic salary) Position Grade: FSN-07  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**USAID/Nigeria in Abuja** is seeking to employ suitable and qualified candidate for the Voucher Examiner position in the Office of Financial Management (OFM).

**BASIC FUNCTION OF THE POSITION:**

The incumbent examine and process vouchers and invoices of multi-million dollar, long-term technical assistance contractors and grantees both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification. The job holder control and monitor payment requests and disbursements for USAID project and non-project activities and administrative operations. These include but are not limited to vouchers for purchase orders, contracts, travel and shipping documents.

To obtain a copy of this announcement please visit our Mission websites at:  
[http://nigeria.usembassy.gov/hr\\_office.html](http://nigeria.usembassy.gov/hr_office.html)

### **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. University Degree in Accounting, Business management or related field is required.
2. Minimum of three (3) years' working experience in accounting or a closely related field with practical knowledge of basic accounting concepts and the flow of accounting transactions are required.
3. Level IV (Fluent) Speaking/Reading/Writing in English Language is required. Language proficiency will be tested.
4. Good general knowledge of accounting office operations is required.
5. Incumbent must be familiar with generally accepted accounting principle and standards.
6. Ability to analyze numerous accounting records and determine the need for various types of entries and adjustment; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their cost and fiscal requirement is required.

### **SELECTION PROCESS**

When fully qualified, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Only successful applicants who meet the minimum requirements will be notified.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **HOW TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. [Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus,
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.
4. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.
5. E-mails received without the appropriate subject line and incomplete applications will not be considered.

**SUBMIT APPLICATION TO:** [abujahr@usaid.gov](mailto:abujahr@usaid.gov)

### **Or submit to**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja.

### **POINT OF CONTACT:**

Tel: 09-461-4000 Ext 9319

## **DEFINITIONS**

1. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: JULY 24, 2015**

**The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

**An Equal Opportunity Employer**

Drafted: HR: AUzman

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Cleared: OFM: MGuardian